Office Memorandum . United STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 16 May 1956

25X1

25X1

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #20

I. SIGNIFICANT ITEMS - None

II.

•	OTH	ER I	TEMS	:											
	C.	New	T/O	-	The	DD/S	approved	the	reduction	of	OTR	T/O	positi	ons	

Division, OP, has taken action to correct the T/O for the 31 May 1956 T/O run. The 'new' T/O will reflect

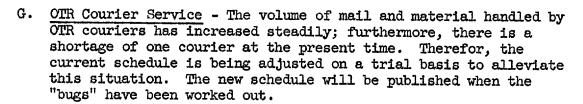
D.

to conform to personnel ceiling and the Position Evaluation

- E. Clerical Placement The clerical placement situation is still somewhat critical with no new EODs or reassignments into OTR for this reporting period.
- F. Typewriter Procurement Three special foreign language typewriters were ordered for LETS. The typewriters will be equipped with changeable type, a feature which will enable LETS to use these machines for practically all the languages of the world which use the Latin alphabet.



25X1



H.	Delinquency Statements - A reply to the recent IBM listing of
	delinquent accounts was sent to the Finance Division on 9 May.
	Of the ten persons listed on the report, nine have settled
	their accounts, and one individual will submit accountings prior
	to 18 May which will lead to settlement.

- L. Enrollment in Operations School Courses A report on the number of students who have been enrolled in Operations School courses during fiscal year 1956 is being prepared at the request of C/OS. This report is to be used in the preparation of the OS budget.
- M. 1956 FSI External Training Program The FY 1956 agreement for this program was approved by DTR and transmitted to the Deputy Comptroller for coordination with Department of State Comptroller.

7.4 •	· FEUDOMAET TIEMO:								

DEPOCAMINET THEMO.

25X1

25X1